

January 18, 2000

JOB DESCRIPTION: *PRINCIPAL*

FUNCTION: Usually an officer of the company the individual in this position directs multiple project teams and is responsible for the successful completion of the base contract. Is responsible for business development, administrative management of a department or departments, and provides facility management consulting at a high level. Maintains client satisfaction. This person shall have the authority to unilaterally commit the corporation contractually to the Government.

RESPONSIBILITIES: This position serves as an oversight function that should have limited day-to-day interaction with the contract and shall have overall responsibility for the completion of the contract requirements.

KNOWLEDGE AND JOB SKILLS: Strong leadership abilities. Strong communication and oral presentation skills.

PERSONAL QUALITIES: Leadership abilities, Strong business ethics. Highly motivated to "do what it takes" to get the job done. Goal oriented; high-level planner.

SUPERVISORY RESPONSIBILITIES: Supervise and direct the corporation.

JOB DESCRIPTION: *PROJECT DIRECTOR*

FUNCTION: Individual in this position directs multiple project teams and is responsible for the successful completion of Task Orders. Is responsible for business development, administrative management of a department or departments, and provides facility management consulting at a high level. Maintains client satisfaction.

RESPONSIBILITIES: This position serves a variety of duties including multiple project team leadership, contract administration, project workflow management, and the initial scheduling phases of major projects. The Project Director will attend key planning and project team meetings to monitor project progress and work processes. Develops and maintains project budgets. The Project Director will serve as the Quality Assurance and Performance Metrics Manager for the project team

KNOWLEDGE AND JOB SKILLS: Strong leadership abilities. Strong financial management and business development skills. Has multiple strengths in architecture, construction, facility management, process development, technology management, furniture and general business management. Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills.

PERSONAL QUALITIES: Leadership abilities, Strong business ethics. Highly motivated to "do what it takes" to get the job done. Goal oriented; high-level planner.

SUPERVISORY RESPONSIBILITIES: Supervise and direct project teams.

JOB DESCRIPTION: *SENIOR PROJECT MANAGER*

FUNCTION: Individual in this position serves a variety of project specific work. May be team leader under the direction of the Project Director. Conducts team meetings, monitors project progress and provides facility management consulting. Organizes and directs specific tasks within the project such as space surveys, inventories and action item reports in coordination with the Project Director, but with minimal supervision. Coordinates Sub-contractors and consultants.

RESPONSIBILITIES: This position serves a variety of duties including relocation consulting, project coordination, move supervision and project scheduling. Team supervision and client contact are major domains. Attends and conducts client meetings, writes meeting reports, minutes and updates project documentation. Ability to read and analyze project documentation, especially project schedules. Provides sound consulting advice to project team. Reviews and maintains project budgets. Prepares request for proposals, evaluates and prepares proposal summaries. Comfortable with directing all phases of a project with minimal interface with the Project Director.

KNOWLEDGE AND JOB SKILLS: Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills. Must be innovative and detail-oriented. Able to direct all team members including vendors. Strong leadership abilities. Able to interpret architectural plans and space allocation plans. Space planning, programming and design capabilities are desirable. Extensive knowledge and experience in directing move activities, including but not limited to estimating time

and manpower in conjunction with
move supervisory staff,
Understands CAFM software
applications. Must understand and
have extensive experience in
scheduling and project management
techniques, especially design,
construction, furniture and
technology issues.

PERSONAL QUALITIES: Accuracy and dependability are essential. Must be able to work without supervision. Able to secure cooperation of others. Should be methodical, analytical and well-organized. Must be comfortable leading and directing meetings. Able to prioritize work demands. Should possess strong interpersonal skills.

SUPERVISORY RESPONSIBILITIES: May supervise and direct project team with interface from the Project Director.

JOB DESCRIPTION: *PROJECT MANAGER*

FUNCTION: Individual in this position supports Project Director in a variety of project specific work. May be team leader under the direction of the Project Director. May conduct team meetings, monitor project progress and provide facility management consulting. Coordinates vendors and maintains client satisfaction. Supervises Project Team.

RESPONSIBILITIES: This position serves a variety of duties including project coordination and planning, move supervision and project scheduling. May direct project activities under the supervision of a Project Director. Attends and conducts client meetings, writes notes, minutes, meeting reports and updates project documentation. May be involved in monitoring project budgets. Independent work typically associated with projects of medium to small size. May direct project team.

KNOWLEDGE AND JOB SKILLS: Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills. Strong leadership abilities. Able to interpret construction documents. Knowledge and experience in directing move activities, including estimating time and manpower to complete a task. Must be able to meet deadlines. Must be able to handle customer support issues. Understanding in scheduling and project management techniques, especially design, construction, furniture and technology issues.

PERSONAL QUALITIES: Self-initiative, accuracy and dependability are important. Must be able to work with minimal supervision, Able to secure cooperation of others. Should be methodical, analytical and organized.

Must be comfortable leading and directing meetings. Ability to prioritize work demands.

SUPERVISORY RESPONSIBILITIES: Supervise and direct project team with direction from senior project management staff.

JOB DESCRIPTION: *SPECIFICATIONS WRITER*

FUNCTION: Individual in this position serves a variety of project specific work. Supports project team in the production of project specific documents. Develops, writes and edits project specifications.

RESPONSIBILITIES: Using Microsoft Word and/or WordPerfect, produce written specifications for software and technology implementation and for requests for proposal. Develop schedules, diagrams and other graphical materials to support project efforts and prototypes. Input database information. Produce reports and plots as required.

KNOWLEDGE AND JOB SKILLS: Strong PC and AutoCAD background. Ability to handle multiple tasks and meet deadlines. Strong written communication skills a must Detail-oriented and able to prioritize work.

PERSONAL QUALITIES: Initiative and accuracy are important.

JOB DESCRIPTION: *BUDGET/COST ANALYST*

FUNCTION: Individual in this position supports the team in assembling and maintaining budget, financial, and costing data, providing financial data analysis, and making recommendations based upon those financial analyses. Reviews, analyzes and integrates the technical work of others into financial and costing data and provides analysis based on that data.

RESPONSIBILITIES: This position serves a variety of duties including project budget preparation, order of magnitude estimates, costing for planned allocation of resources, and identifying funding allocation and authority for all work. May coordinate with vendors to estimate costs. Work with Technical Writer to prepare vendor Requests for Proposal and analyze proposal results. Develop systems to maintain and control budget and spending information.

KNOWLEDGE AND JOB SKILLS: Knowledge of accounting practices and procedures. Strong documentation skills. Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills. Maintain files in spreadsheet and database applications. Must be innovative and detail-oriented. Must be able to handle stress and customer support issues. Some understanding in scheduling and project management techniques, especially design, construction, furniture and technology issues.

PERSONAL QUALITIES: Initiative and accuracy are important. Should be able to work with minimal direct supervision. Ability to maintain information and files in confidential manner.

JOB DESCRIPTION: *SR. STRATEGIC PLANNER*

FUNCTION: Individual in this position serves as an expert for project specific work involving strategic facility planning and facility process improvement May be team leader under the direction of the Sr. Project Director.

RESPONSIBILITIES: This position serves a variety of strategic planning duties including, but not limited to, defining project goals and deliverables, research existing real estate or facility conditions, oversee the documentation of existing conditions, develop space standards, analyze occupancy options, develop proposed solutions, document proposed solutions, present recommendations. Strategic Planner provides sound consulting advice to project team. Reviews and maintains project budgets. Responsible for maintaining client satisfaction. Comfortable with directing all phases of a project with minimal interface with the Project Director.

KNOWLEDGE AND JOB SKILLS: Expert knowledge of and experience in strategic facility planning and documentation. Strong leadership abilities. Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills a must. Should be innovative, detail-oriented and confident. Should be a team builder. Able to direct all team members including vendors and maintain team spirit. Maintain files in electronic format. Understand and have extensive experience in facility management and utilization, master planning, computer aided facility management solutions.

PERSONAL QUALITIES: Leader., Strong business ethics. Highly motivated to 'do what it takes' to get the job done. Goal oriented;

high-level planner, Financial acumen and dependability are important. Able to secure cooperation of others. Motivator. Must be able to work without supervision. Able to secure cooperation of others. Must be methodical, analytical and well-organized. Must be comfortable leading and directing meetings. Able to prioritize work demands. Must possess strong interpersonal skills.

SUPERVISORY RESPONSIBILITIES: May supervise and direct project team.

JOB DESCRIPTION: *STRATEGIC PLANNER*

FUNCTION: Individual in this position serves a variety of project specific work involving strategic facility planning and facility process improvement. May be team leader under the direction of the Project Director.

RESPONSIBILITIES: This position serves a variety of strategic planning duties including, but not limited to, defining project goals and deliverables, research existing real estate or facility conditions, oversee the documentation of existing conditions, develop space standards, analyze occupancy options, develop proposed solutions, document proposed solutions, present recommendations. Strategic Planner provides sound consulting advice to project team. Reviews and maintains project budgets.. Responsible for maintaining client satisfaction, Comfortable with directing all phases of a project with minimal interface with the Project Director.

KNOWLEDGE AND JOB SKILLS: Strong knowledge of and experience in strategic facility planning and documentation. Strong leadership abilities. Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills a must. Should be innovative, detail-oriented and confident. Should be a team builder. Able to direct all team members including vendors and maintain team spirit Maintain files in electronic format.
Understand and have extensive experience in facility management and utilization, master planning, computer aided facility management solutions.

PERSONAL QUALITIES: Leader., Strong business ethics. Highly motivated to 'do what it takes' to get the job done. Goal oriented;

high-level planner. Financial acumen and dependability are important. Able to secure cooperation of others. Motivator. Must be able to work without supervision. Able to secure cooperation of others. Must be methodical, analytical and well-organized. Must be comfortable leading and directing meetings. Able to prioritize work demands. Must possess strong interpersonal skills.

JOB DESCRIPTION: *PROCESS ANALYST*

FUNCTION: Individual in this position serves a variety of project specific work involving strategic facility planning and facility process improvement. May be team leader under the direction of the Project Director.

RESPONSIBILITIES: This position serves a variety of facility process management and improvement duties including, but not limited to, identifying goals for process improvement, developing expectations and schedules for the work, identifying and documenting current processes and sub-processes in flowchart format, analyzing current process and proposing improvements, developing new process and sub-process diagrams. Process Analyst provides sound consulting advice to project team. Reviews and maintains project budgets. Prepares request for proposals, evaluates and prepares proposal summaries. Responsible for maintaining client satisfaction. Comfortable with directing all phases of a project with minimal interface with the Project Director.

KNOWLEDGE AND JOB SKILLS: Strong knowledge of and experience in business process analysis and documentation. Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills a must. Should be innovative, detail-oriented and confident. Should be a team builder. Able to direct all team members including vendors and maintain team spirit. Maintain files in electronic format. Strong leadership abilities. Understand and have extensive experience in scheduling and project management techniques, especially design, construction, furniture and technology issues.

PERSONAL QUALITIES: Self-initiative, accuracy and dependability are essential. Must be able to work without supervision. Able to secure cooperation of others. Must be methodical, analytical and well-organized. Must be comfortable leading and directing meetings. Able to prioritize work demands. Must possess strong interpersonal skills.

JOB DESCRIPTION: *FACILITY PLANNER*

FUNCTION: Individual in this position serves a variety of project specific work. May be team leader under the direction of the Project Director. Develops and implements programming (facility data accumulation) processes, determines adjacency and work flow requirements, produces blocking & stacking options and produces space plans.

RESPONSIBILITIES: Prepares programming processes, interviews organization representatives to determine staff requirements, adjacencies, work flow, and special electrical/voice/data requirements. Reviews and/or prepares organization space standards. Using the program as a basis of space planning and schematic design, the Facility Planner develops blocking and stacking documentation to determine efficient layouts. Develops one-line schematic space plans to reflect the approved blocking and stacking option. Expands approved space plan to include partition plan, electrical and data outlet locations, layout of support areas for use by organization's architects and engineers in preparation of construction documents.

KNOWLEDGE AND JOB SKILLS: Strong interior design background and skills. Able to handle multiple tasks and meet deadlines, Strong communication and oral presentation skills a must. Should be innovative, detail oriented and confident. Should be a team builder. Able to direct all team members including vendors and maintain team spirit. Maintain files in AutoCad. Understands CAFM software applications. Should understand and have extensive experience in scheduling and project management techniques, especially design, construction, furniture and technology issues.

PERSONAL QUALITIES: Self-initiative, accuracy and dependability are essential. Must be able to work without supervision. Able to secure cooperation of others. Must be methodical, analytical and well-organized. Must be comfortable leading and directing meetings. Able to prioritize work demands. Must possess strong interpersonal skills.

JOB DESCRIPTION: *ASSET MANAGER*

FUNCTION: Individual in this position serves a variety of project specific work. Supports project team in the production of space and asset tracking documents.

RESPONSIBILITIES: Using software, produce schedules, architectural drawings, and diagrams and other presentation materials to report on furniture or other facility assets. Catalog and document physical inventory. Make require photographing of inventory items. Bar code tracking. Input database information into spreadsheet and CAFM applications. May require a link to CAD files. Produce reports and plots as requested. Supports project team and Facility Applications as required.

KNOWLEDGE AND JOB SKILLS: Strong PC and inventory control background. Some CAFM software exposure. Ability to handle multiple tasks and meet deadlines. Communication and strong verbal skills required. Ability to maintain files in spreadsheet and database applications. Detail-oriented and able to prioritize work. Strong familiarity with furniture systems and casegoods. Understanding of architectural drawings.

PERSONAL QUALITIES: Initiative, accuracy and dependability are important. Must be able to work with minimal direct supervision. Must be able to secure cooperation of others. Must be methodical and organized. Must be detail-oriented.

JOB DESCRIPTION: *RELOCATION SPECIALIST*

FUNCTION: Individual in this position supports Project Director in relocation projects. May be team leader under the direction of the Project Director. May conduct team meetings, monitor project progress, be responsible for project documentation. Coordinates client groups, vendors and maintains client satisfaction.

RESPONSIBILITIES: Responsible for day-to-day interactions with client organizations during management of relocation projects. Duties include, but are not limited to, distribution of project information, conducting meetings, writing meeting reports, preparing and updating task lists, preparing and updating project spreadsheets and databases, coordinating vendor activities, preparing move sequencing plans, overseeing furniture and equipment tagging, overseeing physical move activities, implementing post-move problem resolution system.

KNOWLEDGE AND JOB SKILLS: Able to handle multiple tasks and meet deadlines. Strong communication and oral presentation skills with project team and client contact a must. Maintain files in spreadsheet and database applications. Strong leadership abilities. Able to interpret architectural plans. Some knowledge and experience in directing move activities, including estimating time and manpower to complete a task. Should be able to meet deadlines. Should be innovative and detail-oriented. Should be a team builder. Some understanding in scheduling and project management techniques, especially design, construction, furniture and technology issues.

PERSONAL QUALITIES: Self-initiative, accuracy and dependability are important. Must be able to work with minimal supervision. Able to secure cooperation of others. Must be methodical, analytical and organized. Must be comfortable leading and directing meetings. Ability to prioritize work demands.